



# TOWN POLICY

**POLICY NUMBER:** 1806

**REFERENCE:**

Council 173.04.09  
 Council 007.01.11  
 Council 340.07.11  
 Council 130.05.14  
 Council 248.07.17  
 Council 429.11.18  
 Council 275.09.21

**ADOPTED BY:**

Town Council  
 15 April 2009  
 5 January 2011  
 20 July 2011  
 21 May 2014  
 19 July 2017  
 21 November 2018  
 1 September 2021

**PREPARED BY:** Legislative Services

**DATE:** 1 September 2021

**TITLE:** Council Remuneration & Expense Policy

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## PURPOSE OF POLICY

This policy will ensure remuneration and allowances for services performed or expenses incurred during the performance of duties as a Member of Council as provided in Schedule "A" attached hereto.

## POLICY STATEMENT

The Town of Strathmore has a duly elected Council comprised of local residents who represent the interests of the Town and govern its operations. This policy sets out equitable compensation for the work involved in holding public office in the Town of Strathmore.

### 1. DEFINITIONS:

**Base Salary** is the amount paid to members of Council on a monthly basis for their preparation for and attendance at the regularly scheduled two council meetings, and the one Committee of the Whole (COTW) meeting per month, regardless of duration. The base salary will also provide compensation for the first three (local) Council committee meetings attended in a calendar month, and any preparation required for those meetings, regardless of duration. Unless outlined in this policy, all other work or services performed by a councillor will be included in this base salary amount.

**Council** means the Council of the Town of Strathmore, in the Province of Alberta.

**Council Remuneration** is the rate that each member of Council is paid. The method of payment that the Town utilizes is to pay this remuneration on a monthly basis.

**Travel Reimbursement** is the reimbursement that is paid to Council Members and Council appointed Board and Committee Members when traveling out of Strathmore to Town related functions. Travel expenses are accountable costs incurred by members of Council associated with traveling to conferences and training sessions, as well as to meet with representatives of other governments at locations beyond the corporate limits of the Town of Strathmore. Travel expenses include transportation, meals, hotels and other related costs.

**Per Diem** means the per day rate for attending approved meetings and events in connection with Town business that are not included as part of Council member's monthly base salary.

**Professional Development** means skills and knowledge attained for personal development with a primary focus on local government. It shall encompass all types of facilitated learning opportunities and events. These facilitated learning opportunities include conferences, study tours, seminars, conventions, training courses, consultation, coaching, mentoring, and technical reading material relevant to undertaking duties as an elected official.

## **2. RESPONSIBILITIES:**

- 2.1 The principles included in this Policy apply to Council. It is the responsibility of Council to ensure that the provisions of this Policy are followed.
- 2.2 Strategic & Administrative Services under the direction of the CAO will be responsible for conducting a review of this policy along with a comprehensive market analysis of Council salaries, honorariums and expenses in the third year of every Council's Term. Following the review, recommendations will be presented to Council for consideration.
- 2.3 The Mayor will be responsible for approving Councillor expense claims. The Deputy Mayor shall approve the Mayor's expense claims.
- 2.4 In order that Council may track expenditures, Administration shall provide Council with a monthly statement covering their individual Councillors and/or Mayor's Expense Budget. Councillors shall be accountable to the Mayor for the management of their individual budgets.

## **3. COUNCIL REMUNERATION**

- 3.1 The Mayor and each Councillor shall receive a base salary for each year of their term as indicated in Schedule "A" of this policy.

- 3.2 The salary for the Mayor and Councillors will be adjusted annually to reflect current economic conditions. This will be done in conjunction with the annual cost of living review conducted by the Human Resources Department of the Town.

#### **4. BENEFITS**

- 4.1 Members of Council may participate in the Town initiated benefit programs where eligible. Benefits include but are not limited to:

- a) Extended Health Benefits
- b) Dental Benefits
- c) Life Insurance
- d) Dependent Life Insurance
- e) Employee Family Assistance Program

#### **5. PER DIEMS**

- 5.1 The Mayor and each Councillor are entitled to claim per diems, as indicated in Schedule "A", to a maximum of \$4,000.00 annually for attendance at any of the following events:

- a) Council related conferences, conventions, seminars, forums, training sessions and meetings that are not covered by the "Base Salary";
- b) Council workshops, retreats, orientations, learning sessions; and
- c) any non-local council-related meeting or event that a councillor may be required, or wish to attend.

- 5.2 In order to claim a Per Diem Expense, Council members must, on a monthly basis, fill out and submit a Per Diem claim form.

- 5.3 Because Per Diems are a taxable benefit, reimbursement for Per Diem Remuneration will be paid monthly with the Council Member's base salary payment.

#### **6. CONFERENCES, SEMINARS AND TRAINING**

- 6.1 There exists a continuing requirement for members of Council to attend conferences, conventions, seminars, forums and training as part of their professional development.

- 6.2 Separate financial accounts entitled Conference Travel & Subsistence are established for each Council member to attend conferences, conventions, seminars, forums, training, and other educational or professional development related events.

- 6.3 Council Members are not limited in the number of educational or professional development activities they may attend, however, the total costs of attendance claimed may not exceed the total monies provided in the individual Council Member's Conference Travel & Subsistence budget.

- 6.4 The Town will pay the reasonable expenses of its delegation including:
- a) overnight lodging;
  - b) travel by the lowest possible economy fare;
  - c) meals (not covered by registration costs);
  - d) registration costs; and
  - e) reasonable entertainment/hosting costs (e.g. meals/beverages for guest(s)).
- 6.5 Costs incurred when travelling to conferences, conventions and other training sessions, as well as meeting with representatives of other governments (including transportation, meals, hotels and other costs) will be reimbursed at the actual rate of the expense or in accordance with the provisions set out in Schedule “B” of this policy.
- 6.6 Members of Council using their personal automobile for out of town business will be compensated at the annual rate set by the Canada Revenue Agency.
- 6.7 Members of Council will not be reimbursed for attending a political party function or fundraiser.

## **7. BUSINESS TRAVEL & SUBSISTENCE**

- 7.1 Members of Council incur direct expenses in the normal course of carrying out their business.
- 7.2 Separate financial accounts entitled Business Travel & Subsistence are established for each Council Member to attend meetings and other events in relation to the business of the Town.
- 7.3 Council Members must not exceed the total monies provided in the individual Council Member’s Business Travel & Subsistence budget.
- 7.4 Costs incurred when travelling for business will be reimbursed at the actual rate of the expense or in accordance with the provisions set out in Schedule “B” of this policy.
- 7.5 Purchases of Alcohol for non-Town related business is prohibited and will not be reimbursed. Purchases of Alcohol for Town business entertainment/hosting are provided for under Section 6.4(e) of this Policy.
- 7.6 When entertaining as provided for in Section 6.4(e) of this Policy, if Alcohol is made available in the course of conducting Town business (for example, restaurant meetings), it is expected that reasonable judgment be used and that members be responsible in hosting others and remain in compliance with this policy. If it is suspected that a guest has consumed alcohol in excess, arrangements for alternate transportation for that guest shall be arranged in such circumstances.

## **8. SPOUSES/PARTNERS**

- 8.1 If a spouse/partner accompanies a member of Council to an out of town conference/convention, the expenses of the spouse/partner for travel, meals, registration is considered a personal expense except as noted in sections 8.2 and 8.3.
- 8.2 Where the spouse/partner is invited to accompany the member of Council to banquets/receptions, their tickets for these banquets/receptions may be charged to the Councillor's and/or Mayor's Expense budget.
- 8.3 When a member of Council is invited to a social or fund-raising function in an official capacity, and a spouse/partner is invited to accompany the member of Council, the ticket for the spouse/partner may be paid from the Councillor's and/or Mayor's Expense budget.

## **9. EXPENSE CLAIM PROCEDURE**

- 9.1 Expense claims shall be submitted on the appropriate Expense Claim Form:
- Personal Expense Reimbursement Claim Form
  - Visa Expense Claim Form
  - Per Diem Claim Form
  - Mileage Expense Claim Form
- 9.2 Receipts for expenses shall be submitted with the appropriate Expense Claim Form, including airplane ticket copies, hotel statements, credit card receipts and receipts for other expenses where required by this Policy.
- 9.3 Hotel statements which include meals or other expenses shall be broken down into the specific expense areas.
- 9.4 Entertainment expenses shall state the name of the persons entertained or purpose of the entertainment.
- 9.5 Mileage claims shall indicate the destination and purpose of the trip.
- 9.6 Meals including gratuities may be claimed, subject to receipts being provided to the maximum of \$75.00 per person per day.
- 9.7 When complete, please submit Expense Claim Forms to the Legislative Clerk for coding and forward to the appropriate department for processing.

## **10. END OF POLICY**

**SCHEDULE "A"****REMUNERATION**

| <b>Position</b> | <b>Base Salary</b> |
|-----------------|--------------------|
| Mayor           | \$59,027           |
| Councillors (6) | \$32,367           |

**PER DIEM RATES**

(Maximum of \$4000/Council Member Per Year)

| <b>Time (per day)</b> | <b>Remuneration</b> |
|-----------------------|---------------------|
| 2 Hours or Less       | \$100.00            |
| 4 Hours or Less       | \$200.00            |
| More than 4 Hours     | \$250.00            |

**BENEFITS COVERAGE**

(Participation is Optional)

| <b>Benefit</b>                     | <b>Coverage</b>   |
|------------------------------------|-------------------|
| Extended Health Care               | 15% EE,<br>85% ER |
| Dental Care                        | 15% EE,<br>85% ER |
| Life Insurance                     | 100% ER           |
| Dependent Life Insurance           | 100% ER           |
| Employee Family Assistance Program | 100% ER           |

**CONFERENCE TRAVEL & SUBSISTENCE ALLOWANCES**

(Expenses must not exceed individual Council Members Budget)

|            | <b>Annual Budgeted Allowance</b> |
|------------|----------------------------------|
| Mayor      | \$8,000.00                       |
| Councillor | \$5,000.00                       |

**BUSINESS TRAVEL & SUBSISTENCE ALLOWANCES**

(Expenses must not exceed individual Council Members Budget)

|            | <b>Annual Budgeted Allowance</b> |
|------------|----------------------------------|
| Mayor      | \$5,000.00                       |
| Councillor | \$1,500.00                       |

**SCHEDULE “B”****TRAVEL EXPENSES**

| <b>EXPENSE</b>                         | <b>REIMBURSEMENT<br/>(Without Receipt)</b>  | <b>CONSIDERATIONS</b>  |
|--|---|--|
| Transportation - Airfare               | Lowest Economical Airfare.  | Airfare shall be considered normal mode of transportation on trips of 300km or more. |
| Transportation – Mileage               | Mileage expenses will be reimbursed pursuant to the Canada Revenue Agency mileage allowance. This reimbursement includes all operational costs for the vehicle. | Amount must not exceed lowest Economical Airfare to Destination.                     |
| Transportation – Taxis, Shuttles, etc. | Lowest Economical Rate  |  |
| Meals                                  | \$75.00/Day   |  |
| Gratuities                             | At local acceptable standard.   |  |
| Lodging                                | Lowest Economic Rate Available in Vicinity of Event   |  |
| Entertaining                           | \$75.00/Person/Day  |  |